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ANNUAL REPORT
of
LANDER COLLEGE
TO THE
GOVERNOR
AND
GENERAL ASSEMBLY

July 1, 1978 - June 30, 1979



**Printed Under the Direction of the
State Budget and Control Board**

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ADMINISTRATIVE OFFICERS

President's Office

Larry A. Jackson	President
Helen L. Byrd	Administrative Assistant
Elizabeth Dean	Secretary
Finis E. Horne	Athletic Director

Academic Affairs

Oscar C. Page	Vice President for Academic Affairs
Clara Bonds	Secretary
Jean B. Boozer	Staff Assistant
Sam B. Davis	Director of Learning Resource Center
Ann T. Hare	Director of Library
Earl H. Hendricks	Dean of Records and Registration
M. F. Lide	Acting Assistant Dean
Jackie D. Roark	Director of Admissions

Financial Affairs

W. E. Troublefield, Jr. Vice President for Business
and Administration
R. Dan Adams Director of Personnel
Bruce Cobb Systems Supervisor
Emily Collier Purchasing Agent
Virginia Davies Bookstore Manager
George S. Franke Director of Physical Plant
Mary H. Griggs Financial Aid Officer
Ann B. Herd Budget Analyst
Rebecca Kidd Secretary
M. F. Steinberg Printing and Duplicating Manager
M. Blair Willingham Accountant

College Relations

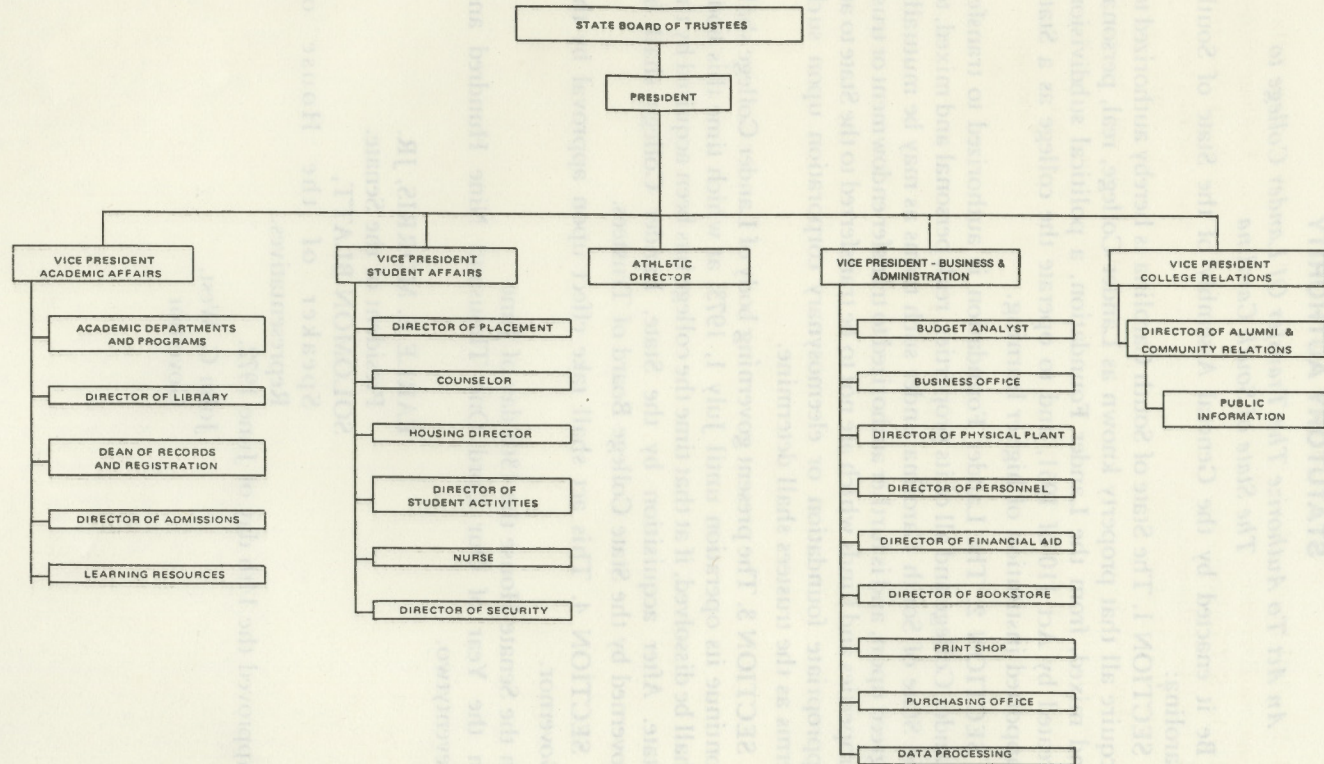
Charles E. Dunn Vice President for College Relations
Joyce M. Eddy Secretary
Thomas L. Hutto Associate Vice President
for Public Relations
Charles Klotz Director of Alumni and Community Relations
Ann Winters Public Information Officer

Student Affairs

H. Randall Bouknight	Dean of Student Affairs
Eugenia Barnette	College Nurse
Martha S. Chalmers	Staff Assistant
Michael G. Fillnow	Director of Housing
Elizabeth D. Jervey	Director of Student Placement
Jeff May	Director of Student Activities
Lewis M. Morgan	Chief of Public Safety
W. Douglas Spears	Counselor and Veterans' Affairs Coordinator

Emeriti Faculty

Marie Margaret Chisholm
Maybelle Coleman
Herbert A. Ellis
Elizabeth C. Welborn



STATUTORY AUTHORITY

An Act To Authorize The Transfer Of Lander College to The State of South Carolina

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. The State of South Carolina is hereby authorized to acquire all that property known as Lander College, real, personal and mixed, from the Lander Foundation, a political subdivision created by Act 110 of 1951, and to operate the college as a State supported institution of higher learning.

SECTION 2. The Lander Foundation is authorized to transfer Lander College and all of its properties, real, personal and mixed, to the State of South Carolina under such terms as may be mutually agreed upon, and is further authorized to transfer endowment or trust properties and funds which are not to be transferred to the State to an appropriate foundation or eleemosynary corporation upon such terms as the trustees shall determine.

SECTION 3. The present governing body of Lander College shall continue its operation until July 1, 1973, at which time this body shall be dissolved, if at that time the college has been acquired by the State. After acquisition by the State, Lander College shall be governed by the State College Board of Trustees.

SECTION 4. This act shall take effect upon approval by the Governor.

In the Senate House the 13th day of June

In the Year of Our Lord One Thousand Nine Hundred and Seventytwo.

EARLE E. MORRIS, JR.

President of the Senate.

SOLOMON BLATT,

Speaker of the House of
Representatives.

Approved the 14th day of June 1972.

John C. West,
Governor

BOARD OF TRUSTEES

F. Mitchell Johnson, Chairman
 James A. Rogers, Chairman Emeritus
 Joe E. Berry, Jr. Vice Chairman
 Calhoun Lemon, Vice Chairman
 Fitz-John C. McMaster, Vice Chairman
 Mrs. Eleanora Richardson, Secretary

Allard A. Allston Darlington, South Carolina
 Mrs. Caroline Beaver Greenwood, South Carolina
 D. Don Caughman Lexington, South Carolina
 Edward S. Ervin, III Sumter, South Carolina
 John E. Johnston, Jr. Greenville, South Carolina
 Nathan Kamiński, Jr. Georgetown, South Carolina
 Mrs. Sara Liverance, Anderson, South Carolina
 John M. Trask, Jr. Beaufort, South Carolina
 J. I. Washington, III Orangeburg, South Carolina
 Mrs. Ellen Carter Watson Spartanburg, South Carolina
 Peter D. Hyman Florence, South Carolina

PURPOSE

The purpose of Lander College is to provide educational programs designed to meet individual needs in a contemporary world. This purpose is met by an educational process whose central objective is the enhancement of opportunities for students, given their natural strengths, to find learning environments and programs that will best help them to create for themselves a fuller and more satisfying life.

Lander College is committed to offer programs of instruction that:

Provide those skills and that knowledge requisite for continued learning about oneself, one's society, and one's relationship to what is of enduring value in human culture; and

Provide those skills and that information requisite for effective performance of a vocation.

Lander College is committed further:

To admit all applicants of post high school age who show promise of success and provide a staff which will actively seek, attract and enroll such applicants, with special concern for residents of Greenwood and surrounding counties, but without regard for race, sex, age, cultural or financial station.

To provide those guidance, placement, and other personnel services and staff necessary for increasing the effectiveness of students' performance.

To help faculty and staff to reach their fullest possible growth, both personal and professional.

To administer the affairs of the college in an open, objective, and orderly fashion.

To provide cultural opportunities for persons within the Lander College service area.

ACCREDITATION

Lander College is a fully-accredited, four-year, public coeducational liberal arts institution.

Lander is a member of the Southern Association of Colleges and Schools, the South Carolina College Association, the American Council on Education, the American Association of Colleges, the American Association of State Colleges and Universities, the National League of Nursing, and the National Commission on Accrediting.

HISTORY

Lander College was founded in 1872 by Samuel Lander, a Methodist clergyman. He opened the Williamston Female College in the town of his ministry, Williamston, South Carolina, and it remained a private institution for 26 years. In 1898, the College gained the support of the South Carolina Conference of the Methodist Episcopal Church, South. The College was relocated at Greenwood in 1904 and renamed to honor its founder.

In 1948, when the Methodist Conference, pursuant to a policy of consolidation in educational efforts, decided to discontinue support of Lander College, interested citizens of Greenwood formed the Lander Foundation, a non-profit corporation and leased the college from the Church.

In 1951, the County of Greenwood obtained the College name and property from the Methodists. The South Carolina General Assembly created the Greenwood County Education Commission, known as the Lander Foundation, to serve as the board of control for the college. Lander thus became the only four-year liberal arts college in the United States to be controlled and financed by a county government.

On July 1, 1973, Lander College came under the control of the Board of Trustees of the State Colleges of South Carolina.

Lander was founded as a college for women and retained that image for many years. Men were admitted in 1943, and the institution is now completely co-educational.

The College has had ten presidents in its one hundred and seven years of service. They are: Samuel Lander, 1872-1904; John O. Willson, 1904-1923; Robert O. Lawton, 1923; B. Rhett Turnipseed, 1923-1927; R. H. Bennett, 1927-1932; John W. Speake, 1932-1941; John Marvin Rast, 1941-1948; Boyce M. Grier, 1948-1966; E. Don Herd, Jr., 1966-1973; and Larry A. Jackson, 1973-

THE PRESIDENT

Dr. Larry A. Jackson

Larry A. Jackson was born in Florence, South Carolina in 1925. He holds degrees from Wofford College, Union Theological Seminary in New York and the University of the Pacific in Stockton, California. Dr. Jackson has served as Director of Santiago College in

Santiago, Chile, and was founding Provost of one of the cluster colleges at the University of the Pacific.

He came to the Presidency of Lander College after having served for three years as Vice President at the University of Evansville in Evansville, Indiana.

Dr. Jackson is married to the former Barbara Atwood of Bethesda, Maryland and they have four children. Dr. Jackson and his family have lived for seven years in Chile, one academic year in India, and one academic term in England.

During the Second World War, Jackson served as a navigator in the Eighth Air Force in England.

He assumed his duties as President of Lander College on July 1, 1973, the first year the institution came under control of the State College Board of Trustees.

ATHLETICS

Lander College competes in three men's and three women's intercollegiate sports. A faculty committee serves as an advisory group on eligibility, scheduling and other matters concerning the athletic program.

The men's program is regulated by the National Association of Intercollegiate Athletics (NAIA), and Lander College is a member of NAIA District Six. The men's teams compete in basketball, golf and tennis.

The women's teams, which compete in basketball, volleyball and tennis, hold membership in the Association of Intercollegiate Athletics for Women (AIAW). Other memberships include those in Region Two and at the state level in the AIAW.

The coaching staff for the 1978-79 year was Finis Horne, Athletic Director and Men's Basketball Coach; Jeff May, Director of Student Activities and Men's Assistant Basketball Coach; Dr. Joseph Cabri, faculty member and Men's Tennis Coach; Dr. Tom Dixon, faculty member and Men's Golf Coach; Roger Bagwell, Women's Basketball Coach; Dr. Lorraine Redderson, faculty member and Women's Volleyball Coach; and Dr. Peter Vahjen, faculty member and Women's Tennis Coach.

ACADEMIC AFFAIRS

ACADEMIC PROGRAM

The academic program at Lander College is offered through eight departments, each embracing one or more of the traditional academic disciplines. The eight departments are Business Administration and Economics, with programs in general business administration, accounting, management, marketing, business education, secretarial science, and economics; Education comprised of elementary and early childhood education, and home economics; Fine Arts, which embraces art and music, as well as speech and theatre; Health, Physical Education and Recreation; Humanities, which includes English, modern languages, philosophy and religion; Natural Science, consisting of biology, chemistry, physics, mathematics, and medical technology; Nursing Education; and Social Science, made up of anthropology, history, sociology, psychology, geography, and political science.

Courses of Study: Major programs leading to degrees of Bachelor of Arts and Bachelor of Science are offered in the following fields: art, biology, business administration, business education, chemistry, early childhood education, elementary education, English, health, physical education and recreation, history, home economics, mathematics, medical technology, modern languages, music education, speech and theatre, political science, psychology and sociology. Associate of Arts degrees are offered in nursing and secretarial science.

The Faculty: During the academic year 1978-79, the Lander College faculty numbered 84 full-time members of the teaching faculty with a total of 89 full-time faculty. With the additional contribution of some 16 part-time members, the full-time equivalent faculty totaled 87.8. Faculty-student ratio for the fall semester in head count was 1:17. Fifty-one per cent of the full time faculty hold the doctorate.

Special Instructional Activities: As a regional state college Lander is asked to provide many services for people in the Upper Savannah River area. The Nursing Education program at Lander in cooperation with Self Memorial Hospital has become a model for the training of nurses to participate in the health delivery system in this area. Also, the College continues to offer a Medical Technology program that supplies Medical Technologists to the entire State of South Carolina.

The fastest growing area of the College is Business Administration. Approximately one-fourth of the students at Lander are majoring in this area, and the demands from the business community for consultation and professional training is increasing. The areas where the College has experienced the greatest growth are accounting, marketing and management with growing interest in management related to data processing programs.

Teacher Education continues to serve a special need at Lander College. The expansion of the program to include Early Childhood Education and Middle Grades has brought it in line with the needs of the area. A significant need that this department is reviewing is in Special Education. With the expansion of the concept of mainstreaming special students comes the need for in-service programs for public school teachers. This department has taken the first step toward meeting this need by employing a specialist in Special Education who will design programs to meet the needs of the College and community.

All departments at Lander College offer Special Instructional Activities aimed at the changing market in Higher Education, but all programs are still based on a strong liberal learning foundation.

Enrollment for the fall of 1978 was 1694. First Session Summer School enrollment was 459.

LIBRARY

The Larry A. Jackson Library has continued to prosper since its official opening in 1977. The Jackson Library and Learning Resource Center occupy the middle and upper floors while the bottom floor is being used for classroom space until 1982. There are approximately 63,000 square feet on the three floors with a capacity to house 200,000 volumes.

Use. The number of books circulated per student remained the same as compared to 1977-78, but attendance in the library was four percent greater. The use of microfilm reels increased by forty-nine percent.

The number of reference questions was seventy-eight percent higher. Seven hundred thirty-three students were reached through classes on using the library.

Collection. The total cataloged collection numbered 116,585 volumes which included 112,691 volumes in the library, 3,820 in the

Learning Resource Center, and 74 in the Curriculum Lab. The library subscribed to 991 periodicals and newspapers.

There were 1,716 volumes withdrawn because they were missing when inventory was taken. This is only two percent of the total collection and represents all books lost from 1970-71 to 1978. An additional 284 books were lost through normal circulation.

LIBRARY COLLECTION STATISTICS

	Added 1978-79	Withdrawn	Total Collection
Books	5,851	2,000	81,495
Bound Periodicals	396		5,706
Microfilms	1,038		8,810
Microfiche	356		2,618
Microbooks	0		14,015
Special Collection	1		44
Lander College	<u>3</u>	<u></u>	<u>3</u>
	7,645	2,000	112,691

Staff. There were no changes in fulltime personnel. The library staff includes 3.4 professional librarians and 5.75 library technical assistants. Student assistants worked 5,786 hours.

STUDENT AFFAIRS

The student personnel program of Lander College for the year 1978-79 was administered by the dean for student affairs, a director of student activities, a counselor, a director of career planning and placement, a director of housing, and a director of public safety.

The main goals of the office were to develop an atmosphere in which a student can find a sense of identity and purpose; to insure that the students are given an opportunity to develop self-discipline in their behavior and self-direction in their personal and intellectual growth; to provide informal learning programs that will increase self-expression and self-enrichment; and to provide an environment in which the individual student can develop his educational and social abilities.

The student personnel office supplements the educational programs at Lander with orientation programs, academic records, leadership seminars, and advisement of student organizations and activities.

The Grier College Center was opened in January 1979, providing much needed space for the student affairs offices. In addition to this office space, the building contains a 475-seat cafeteria, campus store, post office, student organizations meeting rooms, and a recreation room. This building has greatly increased the number of student and community meetings held on the Lander campus.

At the present time there are approximately 40 student groups and organizations on the Lander campus that provide the student body with opportunities to develop their interest and abilities outside the classroom. The director of student activities along with a faculty advisor work closely with each organization in planning and implementing various activities.

HEALTH SERVICES

The Lander Health Services are located in Apartment 5 of the Lander Apartments. The health services provide routine office care and the services of a college physician and a nurse for all resident students. First-aid and emergency treatment are available to all students during class hours.

RESIDENCE HALLS

During the 1978-79 academic year, Lander College housed approximately 650 students. During the summer of 1979 the

Brookside complex was used for summer conferences and orientation programs. Resident summer students were housed in Coleman Hall.

Due to continued growth in the number of students desiring housing facilities on campus, all rooms for the fall of 1979 had been assigned as of May 15, 1979. A waiting list of approximately 100 developed during the month of June, and undoubtedly some students will not obtain a room in the residence halls for the fall semester.

COUNSELING SERVICES

Counseling services at Lander College are designed as a part of student affairs to help the college student grow in self-understanding toward the attainment of his goals. Counseling is available in the areas of career planning, job placement, academic affairs, personal problems, and veteran affairs. Students are also welcome to discuss any aspect of campus life at Lander. Along with group counseling, informal "rap" sessions may be scheduled for groups of students with similar concerns.

Lander College has an excellent working relationship with Beckman Mental Health Center as a referral agency. In addition a mental health counselor from Beckman Mental Health Center is available eight hours per week for consultation with members of the Lander community.

CAREER PLANNING AND PLACEMENT

The career planning and placement office provides students with a myriad of information concerning career planning and placement through a career library, course offerings, and individual counseling.

Career Day was held in March 1979 with approximately 40 employers set up on campus to interview graduating seniors.

The office has communicated its goals and objectives to the Lander community by direct contact with faculty and students, a one-hour course offering, conducting career seminars for students and faculty, providing printed materials on various careers, working with the College Seminar, and by bringing to the campus recruiters to interview students as prospective employees.

PUBLIC SAFETY DEPARTMENT

The public safety department provides enforcement of traffic and parking regulations on the Lander campus. In addition to these

duties, the department is service oriented in promoting programs to aid in the safety and security of personnel and property at the College. There are two public safety officers per shift patrolling the campus 24-hours a day.

Food Service:

Resident students are required to participate in a seven-day boarding plan which is contracted to Epicure Management, Inc. In order for the food service to better serve the students and maintain control, an ID must be presented prior to entering the dining room. A luncheon plan is available for commuting students who wish to dine on campus. Meal tickets for lunch only are sold in individual groups of 20 meals at a cost of \$30.00. Resident students on the food plan benefit from a 10-week cycle menu and food selections including five salads, three entrees, three vegetables, four desserts and six beverages.

Faculty, staff and administration are welcomed in the dining hall. Employees of the college may purchase group tickets or may purchase meals on an individual basis.

PARKING

The college issues approximately 2,000 parking permits annually at no cost to the students. During the past year the college allowed students, faculty, and administration to park in any lot, thus doing away with preassigned parking areas. The system has worked well, and it is anticipated that parking on a first-come, first-served basis will continue. The college does not issue fines for parking violators but does enforce strictly the towing of vehicles improperly parked.

COLLEGE RELATIONS

Within the Office of College Relations are the following departments: Community Relations, Public Information Services, Alumni Relations and the administrative offices of The Lander Foundation.

COMMUNITY RELATIONS

It is the purpose of Community Relations to relate Lander College to the largest number of people possible, both within the nearer community of the Upper Savannah Region, throughout the state of South Carolina, and also outside of the state. The primary objective of the office is to maintain a high degree of awareness among all citizens of the total Lander community of the wide range of higher educational opportunities that are available to them at Lander.

Objectives of this office are achieved through personal contact, news releases, direct mail and publications.

A general interest periodical, the *Lander Magazine*, is published three times a year. It is edited to reflect a comprehensive picture of the entire Lander College community. It is mailed to approximately 5,400 alumni, a select list of approximately 1,500 active supporters of the college, as well as faculty, staff, administration, plus a sizeable quantity of copies that are available to students.

Public Information Services

This office is responsible for regular news releases concerning significant events at the college. The releases are mailed to all South Carolina daily newspapers and television stations. Weekly newspapers and local radio stations receive releases when the news is of significant local interest or when local students are involved.

A monthly "Calendar of Events" is published and mailed to a select list of supporters and friends of the college, as well as faculty and administration. It lists major college events that are available to the greater Greenwood community and those events that are directed to the Lander community.

An internal publication, the "Lander College Weekly Bulletin", is prepared and distributed to the entire college community. It carries news of meetings, upcoming college events, and reminders of important dates, such as registration deadlines, graduation activities, concerts, lectures, etc. Announcements of new personnel are also carried.

College Publications

Several official college publications are the shared responsibility of the Office of College Relations. The Lander College Viewbook and General Information Folder, both of which are recruitment pieces, and the 1979-80 Lander College Catalog were produced.

ALUMNI AFFAIRS

The purpose of the Lander College Alumni Association is to further the interests of Lander College and to promote among its present and former students and friends a spirit of good fellowship and loyalty.

Alumni are divided geographically into 25 areas, each to be headed by an area director. An effort is made to have a meeting of alumni in each area during the year. Through the work of the organization, the Alumni Association Annual Fund drive that commenced in October, 1978 resulted in contributions from slightly more than 11 per cent of alumni carried on the active rolls. Funds from the drive are used for scholarships, support of the campus lecture series, maintenance of the Alumni House, student relations and discretionary funds for the President and Vice-President for Academic Affairs.

A publication for alumni, the *Alumni Digest*, is sent three times a year. It contains news of alumni and description of Alumni Association activities.

Alumni are encouraged to return to campus often, and special opportunities are Homecoming in February and Alumni Day in May.

THE LANDER FOUNDATION

It is the purpose of the Lander Foundation to assist in furthering the purposes and goals of Lander College. The Foundation is interested in expanding its assets to provide scholarships, faculty development funds for sabbaticals, post doctoral seminars and other professional development programs for faculty. The Foundation is also interested in providing limited venture capital for those unique programs which may come to its attention through Lander students, faculty and staff.

Officers of the Lander Foundation are; Mr. R. Frank Mundy, President; Mr. M. V. Wells, Vice-President; Mrs. Caroline Beaver, Secretary; and Ann Highsmith, Treasurer. The Office of College

Relations is the administrative center for the Foundation. Mr. Charles E. Dunn, Vice-President for College Relations, serves as Executive Director of the Lander Foundation.

During the year ending June 30, 1979, preliminary plans were completed for a major capital fund campaign, the proceeds of which will be used for endowments for the Business Department and Nursing Department; new dormitories and renovation of Chipley Hall, an existing dormitory. A consulting firm, with broad experience in fund-raising for public institutions, will be retained to assist in the campaign. Present planning calls for completion of this campaign during the second calendar quarter of 1980.

BUSINESS AFFAIRS

During 1978-79, the position of Vice President for Business and Administration that had been vacant for two years was filled and the structure of the Business Affairs area was changed accordingly. The Vice President is responsible for the financial reporting and analysis of all college funds. This responsibility includes preparation of the annual college budget which is submitted to both the State Legislature and South Carolina Commission on Higher Education.

Other areas included under the direct supervision of the Vice President include the Business Office (Accounting and Payroll); Central Purchasing and Receiving; Printing Services; Data Processing; Personnel; Financial Aid; Bookstore, Vending and Mail Service; and Physical Plant including capital improvements.

Accounting & Data Processing

Lander College has successfully utilized the resources of Clemson University's Computer System by means of sophisticated remote job entry for batch processing and on-line time sharing system for direct access.

The accounting and financial reporting system, as well as the payroll/personnel system, are designed using a combination of batch and on-line systems. During the past several years the college has been under extensive change in implementing a data base management system that is now completely operational. The complete financial system runs in conjunction with a data base system for student records, both from the Admissions and Registrar master files. The entire system operates under a data base management system which has proven to be very effective in the past year.

Purchasing - Receiving

The Purchasing Office is the contracting agent for the college for routine supplies and equipment. The Purchasing Office monitors a purchase order system both internally and with the cooperation of the State Purchasing Office. The Purchasing Office also controls Central Receiving and that office strives to insure that items ordered are delivered properly, distributed to the person requesting the order and insures that the order is complete and satisfactory prior to authorizing payment to be made by the Accounting Department.

Purchasing is divided into several areas. The Book Store Manager purchases all resalable items such as books, supplies and other

sundry items. The Book Store also serves as a central store for many items including paper, routine office supplies and other supplies for the general college use. An internal system for charging various departments for all supplies used has proven to be quite effective.

All equipment and supplies for the general operation and maintenance of the college are purchased through the Purchasing Office with the exception of library books which are purchased by the Librarian.

The Print Shop handles large quantities of paper and envelopes which are distributed on an as-needed basis and charged back to the individual departments.

The Purchasing Office cooperates with the State Purchasing Office to secure items which are on state contract. As a general rule the college purchasing office allows State Purchasing to bid items which are in excess of \$1,500. The Purchasing Office also furnishes the State Office a computer tape showing commodity code and purchase orders issued for items on a Lander College purchase order. This tape report is submitted to the State Purchasing Office on a quarterly basis. This method of reporting enables the State to examine commodities being used and decide which would be feasible for state contract consideration.

Printing Services

The Print Shop Manager is responsible for the operation and supervision of the printing and duplicating facility. Regular college forms, relatively simple brochures, posters, important committee reports, and similar materials are routinely produced. During the 1978-79 year, the printing services section was responsible for production of approximately 344 printing jobs, involving over 1.0 million impressions.

In addition to regular printing services, the department has responsibility for and oversees use and maintenance of a total copy system, an IBM copier, and mailing facilities. The print shop manager is making a continuing study of printing costs with the objective of gaining a more efficient operation and upgrading quality of jobs produced.

Personnel Services

The Personnel Department of the College is maintained to serve the best interests of the employees and the institution. This office is responsible for implementing the personnel policies of the College and the State. This office is also involved in procurement of

nonacademic personnel, position classification, wage and salary administration, orientation and training programs, employee records, employee benefits, and other related functions. The College presently employs approximately 243 regular employees.

The Personnel Director also serves as the EEO Officer for the College.

Financial Aid

Lander College administers a comprehensive program of financial aid which benefits both needy and worthy students. Applications for financial aid must be submitted to the Financial Aid Office. Eligibility must be established each year for which a student is requesting aid. A parent's confidential statement or student's financial statement must be submitted to determine eligibility.

Many scholarships are made available through the generosity of The Lander Foundation and other sources. Awards are made by a Financial Aid Committee. The Committee reserves the right to withdraw a scholarship from a student whose academic record is not satisfactory.

There are several loans and grants for worthy and needy students available through the Financial Aid Office. Among these are the National Direct Student Loan Fund, Federal Nursing Loan Fund, Guaranteed Loan Fund, Federal Nursing Scholarship Fund, both the Basic and Supplemental Educational Opportunity Grants. The college through the cooperation of The Lander Foundation, also offers a short-term emergency loan to assist students.

The college also employs students on a part-time basis using both Lander College funds and Federal College Work Study funds. Jobs are available on a need basis and the assignment to positions are coordinated by the Financial Aid Office.

Book Store

During 1978-79 the Book Store was relocated in the new Grier Student Center. The new Book Store is much more functional and allows the students ample room to browse at their leisure. Among the many items available to students, in addition to textbooks and supplies, are blazers, sweaters, class rings, mugs, toilet articles, stationery and numerous other items. The college has a published refund policy which is posted in the Book Store.

Vending Machines

The college also maintains a limited number of vending machines which are contracted to several companies. The college receives a

commission on the sale of items such as fast foods, cokes, cigarettes and other sundry items.

Mail Service

The Book Store Manager is directly responsible for all incoming mail. The Book Store Manager staffs the college post office on a daily basis to sort all mail for administrative offices, faculty, staff and students. Each boarding student and all faculty members have a post office box in the college post office. The majority of all out-going mail is distributed to a central location and is processed by the Print Shop.

Physical Plant

Capital Improvements

The Lander College campus comprises approximately 80 acres located two blocks from the downtown business district of Greenwood. Ivy covers the walls of the seventy-three-year-old edifice which currently houses most classrooms and offices for faculty and administration. Other older buildings stand near more modern structures.

A Master Plan for the development of Lander College was completed during 1973-74 academic year. The plan provided for the expansion of college facilities, making use of all available campus property.

The initial phase of development of the "New Lander" consists of a new Library, new Student Center and a new Academic Instruction Facility. The library was designed by Freeman, Wells & Major and constructed by Triangle Construction Company. The Library was completed in August 1977.

The new Student Center was completed in December 1978. The firm of Craig and Gaulden were the architects and the construction work was performed by McKnight Construction Company.

The architectural firm of Tarleton-Tankersley has designed the Academic Instruction Facility. Construction is expected to begin in the Fall of 1979.

A new housing complex with a total capacity of 308 students was constructed in 1976. The housing was designed by Neal Architects and was built by Two State Construction Company.

The architectural firm of Wilbur Smith & Associates has designed an outdoor activity center which will include 7 tennis courts. Construction on this project is expected to begin in the Summer of 1979.

Planning will begin in 1979-80 for the fourth new facility which will be the Fine Arts Building.

The Physical Plant Department provides a continuous liason between the College and the contractors, architects and engineers working on college projects.

Building Services

Physical Plant personnel include trades workers and custodians for the care of college buildings. Several trades are represented on the staff. They are able to handle most maintenance situations and minor refurbishing. Major work is accomplished with the help of local contractors under the direction of college personnel.

Considerable effort is required to keep older buildings usable until they can be replaced or fully renovated. (A few selected areas have been modernized). Equally diligent, however, must be work on the new buildings — keeping them in excellent condition and breakdown free through carefully planned preventive maintenance. Training programs are increasing the efficiency of Lander's custodial workers.

Groundskeeping

Groundskeepers are employed by the Physical Plant Department. A small crew maintains the exterior appearance of the campus. As increasing amounts of Lander's acreage becomes intensively developed, groundskeepers have increased efficiency through the use of modern machinery. During the summer, several people are engaged on a part-time basis to help improve the appearance of our grounds.

Telephone Service

A Centrex telephone system has been installed which allows campus telephones to be dialed directly without the intervention of an operator. 268 student telephones and 205 faculty and administration office telephones have been connected. Through a special arrangement with the local telephone company, students are billed directly for long-distance calls. Data on toll calls made by faculty members and administration officers is recorded automatically and presented as part of the monthly telephone bill. The system is used by the Financial Affairs Office to control and equitably allocate telephone costs.

LANDER COLLEGE
FINANCIAL REPORT — FISCAL YEAR 78-79

Operating Funds:

Education and General Revenue	
Student Fees	\$ 969,573
State Appropriation	3,343,805
Other Revenue	223,672
Total Revenue (Education and General)	4,537,050
Auxiliary Services (Net Expended)	1,105,767
Grand Total Operating Revenue	5,642,817

Education and General Expenditures

Instruction	1,817,112
Research	-0-
Public Service	55,378
Academic Support (Library)	263,117
Academic Support (Other)	210,776
Student Services	394,799
Institutional Support	765,139
Operating & Maintenance of Plant	597,663
Fringe	433,066
Total Expenditures (Educational & General)	4,537,050
Auxiliary Services	1,105,767
Grand Total Operating Expenditures	\$5,642,817

Capital Improvement Funds (Continued Prin. 75-76):

Revenue State Capital Improvement Bond	\$10,657,876
Revenue - Housing Bonds	1,800,000
Total Capital Improvement Revenue	\$12,457,876

Expenditures & Obligated Funds

(Continued Prin. 75-76):

Library Construction	\$ 2,652,376
Student Housing	1,500,000
Student & Administrative Center	2,733,000
Acquisition of Coleman Hall	300,000
Acquisition of Property	150,000
Class Room Building	5,022,500
Tennis Court Complex	<u>100,000</u>
	\$12,457,876

STATISTICS

Total Enrollment

Total Enrollment	Fall, 1978
Head Count	1,694
FTE Count	1,450

Enrollment by Class

Freshman	711
Sophomore	318
Junior	366
Senior	294
Other	5

Enrollment by Sex

	Fall, 1978
Male	658
Male Percent of Total Head Count	38.8
Female	1,036
Female Percent of Total Head Count	61.2

Student Characteristics

Status	Fall, 1978
White and Other	1,414
Black	280
South Carolinians	1,627
Out-of-State	67

Faculty Characteristics (FTE)

	Fall, 1978
Professors	11.2
Associate Professors	35.2
Assistant Professors	35.4
Instructors	12.6
Others	5.9

Average Salaries of Instructional Faculty

	Fall, 1978
Professor	\$21,481
Associate Professor	17,719
Assistant Professor	15,410
Instructors	12,506
Other	8,611

